

# Introduction to the Internet

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## What is the Internet?

The Internet is a massive collection of computers that are linked together around the world via servers, modems, phone lines, cables and satellites. It's history dates back to the late 1960's when the US Department of Defense began to build a network of computers to link military installations. By the early 1970's, the networks of computers connected twenty universities and military sites. By the 1980's, roughly 200 universities were connected. Today, millions of computers worldwide are connected to the Internet. Having access to the Internet today is like having access to the world's largest library where you can find information on almost any topic imaginable.



## What is the World Wide Web?

The World Wide Web (WWW) is the most popular way to use the Internet. It is a collection of files of text, pictures, graphics, animation, sound, video, and "hot links." Each Web site (or Web page) is created in a programming language - typically either HTML (Hypertext Markup Language) or Java.

## What do I need to get connected to the Internet?

You need 4 basic items:

1. A **computer** with at least 32 MB of memory (although more memory will perform better) and a color monitor.
2. A **physical connection** to the Internet. The most common connection is a modem, a device that converts your computer's digital signals to analog signals that can be sent over telephone lines. Modems transfer information at various speeds known as baud rates. The higher your baud rate, the better off you will be—a rate of 56 is standard in new modems. Modems must be connected to the computer (new computers will most likely have an internal modem already installed inside) and to a



telephone line. Another popular type of connection is a cable modem. Cable modems can connect to the Internet at speeds over ten times a regular telephone line connection.

3. An **Internet Browser**. A Browser is the software you need to view Web pages. Think of the browser as your Internet interpreter or translator. Windows 98 comes with a built in browser called Internet Explorer. Another popular browser is Netscape Communicator.
4. The last thing you need to get connected is an Online Service or **Internet Service Provider (ISP)**. An ISP is a company that provides access to the Internet (similar to paying Cablevision or RCN for having cable access). You have many providers to choose from, including America Online, CompuServe, TIAC, and Prodigy. Primary concerns in making your ISP choice are cost and customer service/technical support—costs average from roughly \$15.00-30.00 per month and you want to select a provider that has efficient and knowledgeable technical support.

## Browser Basics

To get to a specific site, type in the address or **URL** for that site on this line. This is the Boston Globe's Web site.



This is an advertisement—**IGNORE IT!**

Use the scroll box to scroll up or down through the page

Any text that you see underlined is called a **hyperlink**—if you click on the underlined text, a new Web page will open up related to the underlined text (for example, this **hyperlink** will take you to the full text of this article)

### **URL (Uniform Resource Locator):**

A URL is simply an address. Just as buildings and houses all have their own unique addresses, every Web page on the Internet has its own address so that it can be easily identified or found.

An example of a URL:

**<http://www.boston.com>**

**http://**      **Hypertext Transfer Protocol**--a method of exchanging information between computers on the Web

**www**      **World Wide Web**--usually starts out the address of most World Wide Web sites

**boston**      Usually represents the name of the organization, company, or individual of the Web site you are viewing

**com**      Identifies the kind of organization sponsoring the Web site

net	Network that has a gateway to the Internet
gov	Local, state, or federal government
int	International organization

com	Commercial enterprise
edu	Educational institution
org	Non-profit organization
mil	US Military location

Here are some examples of URLs for useful Web sites:

1. Boston Public Schools  
**<http://www.boston.k12.ma.us>**

2. Massachusetts Department of Education  
**<http://www.doe.mass.edu>**

3. Technology Goes Home  
**<http://www.tghboston.org>**

4. City of Boston  
**<http://www.cityofboston.gov>**

5. Commonwealth of Massachusetts  
**<http://www.mass.gov>**

6. Boston Globe  
**<http://www.boston.com>**

7. Boston Herald  
**<http://www.bostonherald.com>**

8. Boston Youth Zone  
**<http://www.bostonyouthzone.com>**

9. Boston Public Library  
**<http://www.bpl.org>**

10. MBTA  
**<http://www.mbta.com>**

11. Mapquest  
**<http://www.mapquest.com>**

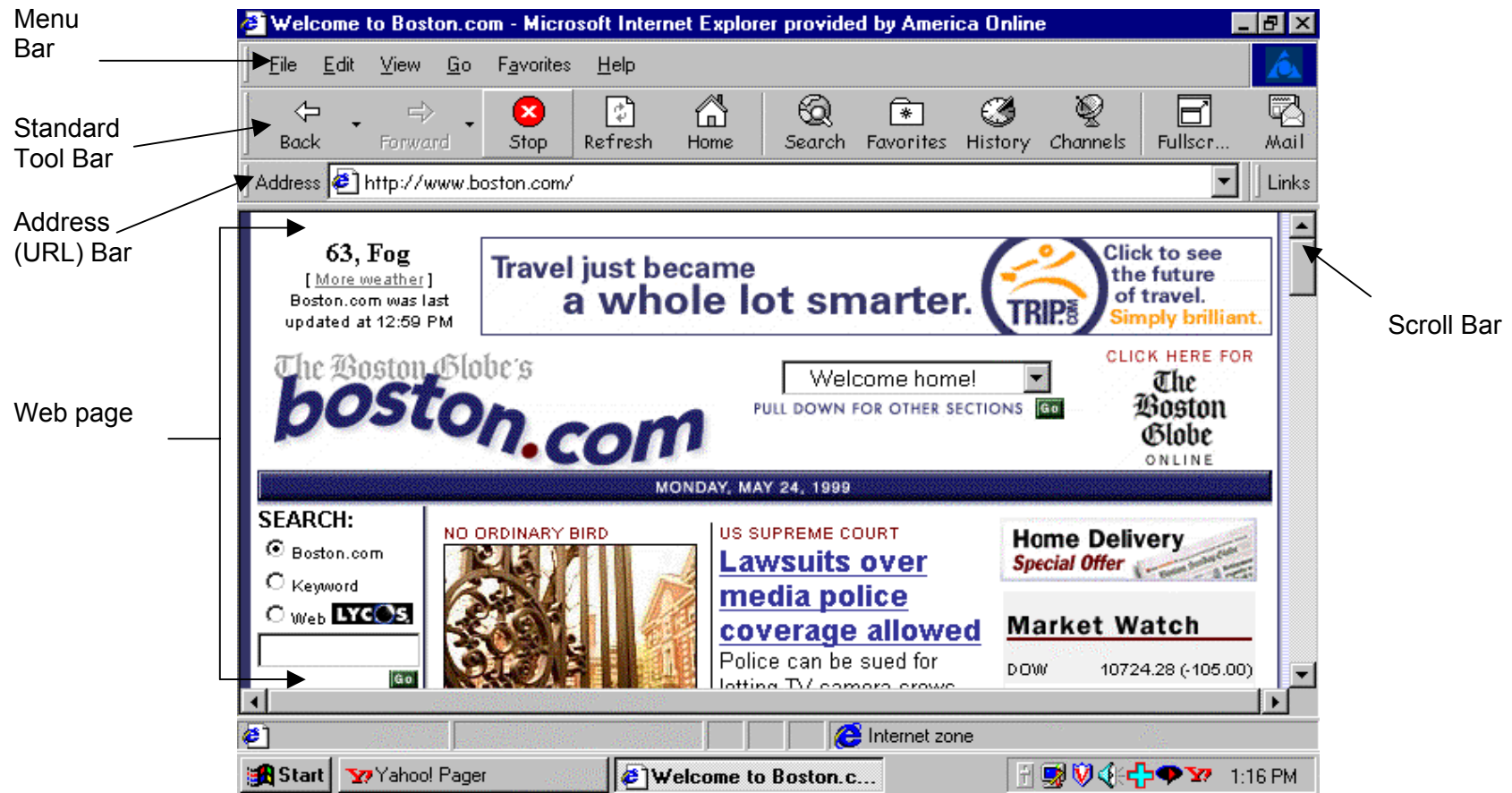
12. Museum of Science  
**<http://www.mos.org>**

13. Museum of Fine Arts  
**<http://www.mfa.org>**

14. Zoo New England  
**<http://www.zoonewengland.com>**

15. New England Aquarium  
**<http://www.neaq.org>**

## Internet Browser Window



1. **Menu Bar:** allows access to commands and dialog boxes (such as Save, Print, Exit, Copy, Paste, and View options) for Internet Explorer

2. **Standard Toolbar:** displays buttons for frequently used tasks



- ☞ Back: moves you backward through previously viewed Web pages
- ☞ Forward: moves you forward through previously viewed pages
- ☞ Stop: stops the current page from loading--use this if the current page is taking too long to load
- ☞ Refresh: reloads the current page--try this when a page doesn't load correctly or doesn't load at all
- ☞ Home: takes you to the Home page (or starting page) for your Internet browser
- ☞ Search: opens Microsoft Network's search engine--this is a good place to start if you are looking for information, but don't know a specific URL or address to go to.
- ☞ Favorites: a special folder that lets you "bookmark" your favorite Web sites
- ☞ History: opens up the list of Web sites visited in previous days or weeks--this is a quick way to get back to a page you know you've looked at recently.
- ☞ Mail: opens a drop-down menu with different options for sending or receiving e-mail.
- ☞ Print: prints the current Web page. A note of caution--Web pages can be very *long*, so be sure to scroll down to the bottom of the page to get an idea of its size before sending the entire page to the printer.
- ☞ Edit: opens the current page in FrontPage Express, a Web page editing program.

3. **Address Bar:** Displays the URL of the current Web page. Click here to type in the address of a Web site you wish to open.
4. **Web Page:** each page of a Web site is displayed in the main part of the browser window.
5. **Scroll Bar:** click and drag the Scroll Bar with your mouse pointer to see parts of the Web page that are outside the window frame.



# BPS Internet Use Policy

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## Acceptable Use Policy for Networks, Including the Internet

The Boston Public Schools are fortunate to have a connection to the Internet to supplement the other resources already available to staff and students. Through the Internet, your child will have the entire world at his or her fingertips and be able to explore it.

This wonderful resource brings with it additional responsibility. As Internet users, we must be aware of the many issues that surround the Internet. There are many valuable resources available on the Internet that may not be found elsewhere. At the same time there are many sites that can be considered inappropriate for students and serve no educational value. It is the responsibility of all users, staff and students alike, to ensure that, at all times while in a Boston public school, the Internet is being used only for educational purposes. Student use of the Internet will be under the supervision of Boston Public School staff, **but due to the nature of the Internet and evolving technology, even with supervision, students might get to an inappropriate site. It is the student's responsibility to report any inappropriate site to the teacher and return to the educational topic assigned.**

The following Acceptable Use Policy (AUP) should be read carefully and understood by all Internet users. As parents/guardians, you should review it in detail with your children before they begin using the Internet in their classroom. The Acceptable Use Policy was developed by a committee of teachers, administrators and parents to ensure the safety of all users. **The BPS uses a filtering system designed to prevent access to educationally inappropriate sites.** However, it is important to understand that no solution is perfect, and we cannot guarantee that students will not have access to inappropriate sites. **Employees who are using the Internet as part of their teaching should be aware that they may call the BPS Technology Help Desk (635-9200) to request that a specific site be blocked or un-blocked. Such decisions will be made by those responsible for monitoring the filtering service within the BPS.**

It is important that you and your children understand that any violation of the AUP may result in the loss of Internet and e-mail privileges or other disciplinary action. We ask that you work with your children in reinforcing the behaviors associated with the AUP and the attached student contract.



## ACCEPTABLE USE POLICY FOR NETWORKS, INCLUDING THE INTERNET

It is the policy of the Boston Public Schools that all technology used to access the network will be used in a responsible, legal and ethical manner. Failure to do so will result in the termination of network and e-mail privileges for the user.

Individual users of the network-students and adults-are responsible for their use of the network. The use of the network must be in support of education and research and must be consistent with academic actions of the Boston Public Schools and will be under the supervision of Boston Public School staff. Use of other organizations' networks or computing resources must comply with the rules appropriate for that network. Use of the network for any illegal or commercial activities is prohibited.

A responsible network user will:

- Use language that is considered appropriate.
- Be polite.
- Send information that other users will not find offensive.
- Conform with copyright laws.
- Never reveal personal information about any user such as address, telephone number, credit card numbers, social security number, etc.
- Neither tamper with the system nor alter, delete or destroy any files or data that are not yours.

A responsible network user must be aware that:

- Use of the network and e-mail is a PRIVILEGE, not a RIGHT.
- **The BPS network is to be used only for educational purposes**
- E-mail is not guaranteed to be private.
- Violation of this policy will result in the possible loss of Internet privileges and/or disciplinary action pursuant to the Code of Discipline and/or prosecution under state and federal law.
- Persons issued an account are responsible for its use at all times.

**Boston Public Schools**  
**Acceptable Use Policy for Networks**  
**Including the Internet**

It is the policy of the Boston Public Schools that students and staff will use all technology to access electronic ("computer") networks, including the Internet and email, in a responsible, legal, and ethical manner. Failure to do so may result in the loss of network privileges for the user, disciplinary action under the Code of Discipline, or prosecution under federal or state law.

I have read and understand the Acceptable Use Policy for Boston Public Schools Internet use (Attachment 1). I understand that use of the Internet and e-mail in school is a privilege, not a right. It is designed strictly for educational purposes. I also understand that the BPS is taking measures such that my child does not have access to any material deemed inappropriate, but because no filtering system is perfect, my child might gain access to an inappropriate site. I agree that I will not hold the BPS responsible for any access by my child of any inappropriate materials acquired on the Internet.

By signing below, I give my child permission to work on the Internet and e-mail for school use.

If I do not sign, I understand that my child will not be permitted to work on the Internet and use e-mail in school.

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

**STUDENTS MUST SIGN THE STATEMENT BELOW REGARDING INTERNET USE:**

I understand and agree to adhere to the behaviors outlined in the Boston Public Schools Acceptable Use Policy on page 16 of the Parent & Student Policy Handbook. I understand that any violation of this policy may result in the loss of Internet and e-mail privileges, disciplinary action, or prosecution under federal or state law.

I understand that if I do not sign this agreement, I will not be permitted to use the Internet and e-mail in school.

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

## Using a Search Site

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If you are looking for information on a topic, but do not know a specific URL to use, you can go to a **search site**. **Search sites** are special interactive Web sites that have examined thousands of other Internet sites using programs called search engines that index Web sites by subject and keywords. You tell the search site what you are looking for and it will check its enormous database of Web sites for any that match your search topic. After it checks for matches, it displays a list of all the hyperlinks that match your topic.

Examples of search sites (there are hundreds of these, but these are some of the larger ones):

🔍 Yahoo!	<a href="http://www.yahoo.com">www.yahoo.com</a>
🔍 Yahooligans!	<a href="http://www.yahooligans.com">www.yahooligans.com</a>
🔍 Dogpile	<a href="http://www.dogpile.com">www.dogpile.com</a>
🔍 Google	<a href="http://www.google.com">www.google.com</a>
🔍 Ask Jeeves	<a href="http://www.askjeeves.com">www.askjeeves.com</a>
🔍 Ask Jeeves (for kids)	<a href="http://www.ajkids.com">www.ajkids.com</a>
🔍 LookSmart	<a href="http://www.looksmart.com">www.looksmart.com</a>
🔍 Hotbot	<a href="http://www.hotbot.com">www.hotbot.com</a>
🔍 Infoseek	<a href="http://www.infoseek.go.com">www.infoseek.go.com</a>
🔍 Lycos	<a href="http://www.lycos.com">www.lycos.com</a>



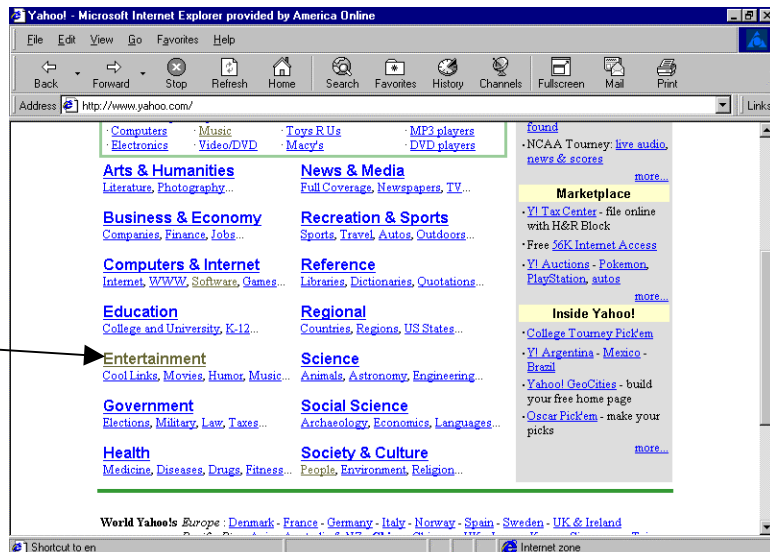
# Searching by Category

1. Type in you the search site address— this example will use **Yahoo!**

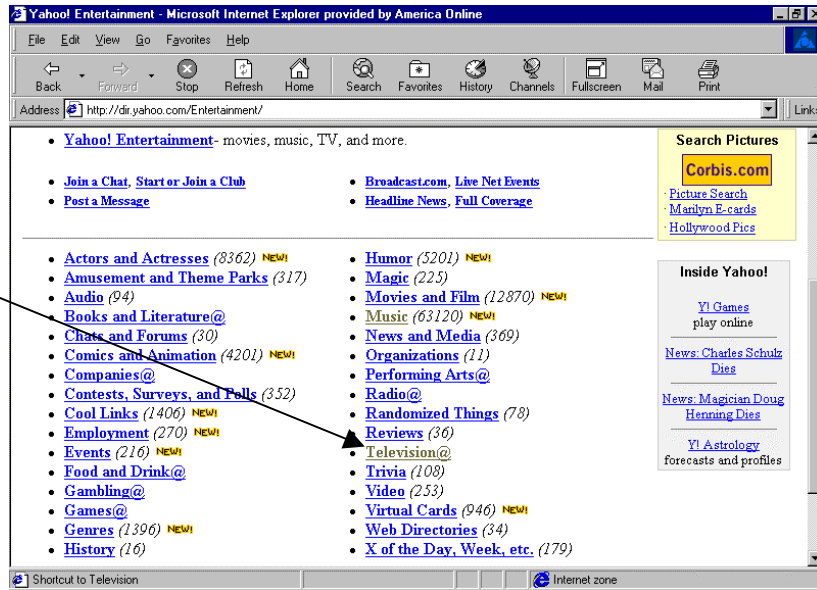
2. We want to find the URL for the television show **ZOOM**. To search by category, start with **Entertainment**. Scroll down until you see the **Entertainment** category.



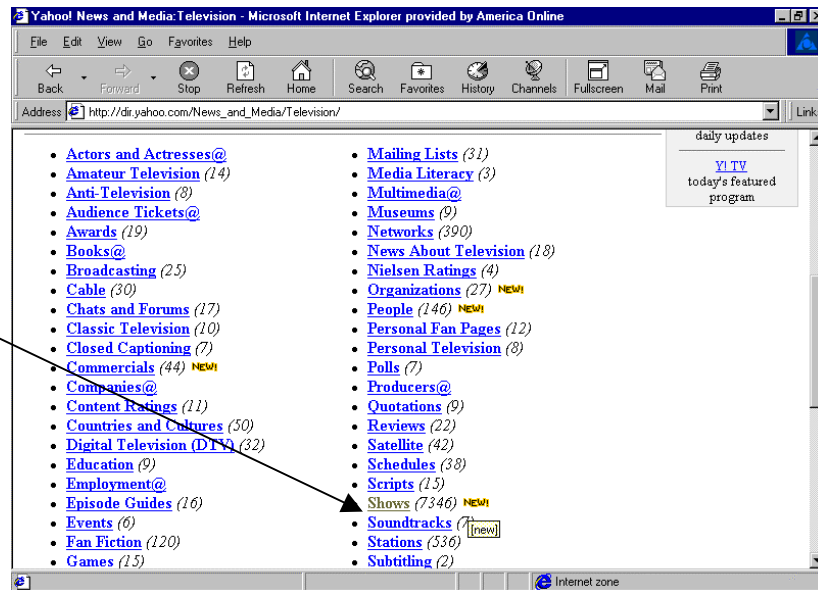
3. Click on the **Entertainment** category link.



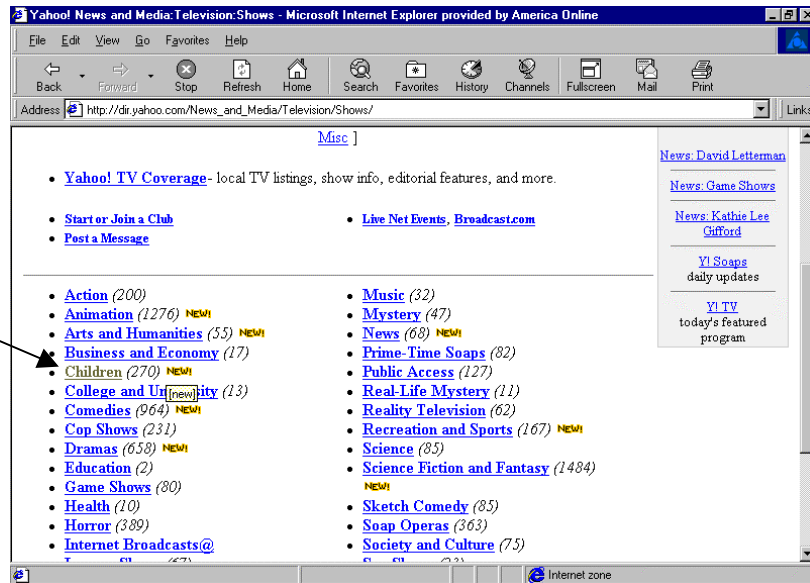
4. Now choose the category link for **Television**.



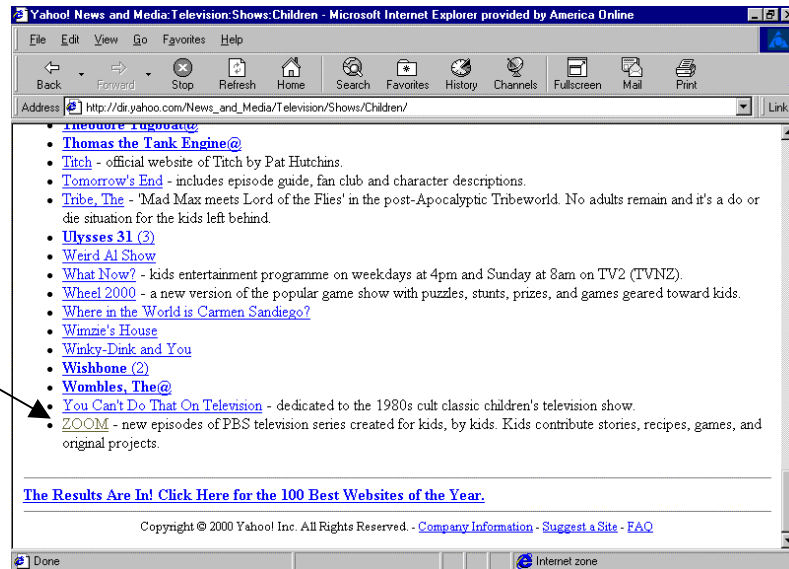
5. Next, click on the link for **Shows**.



6. Now click on the link for **Children**.



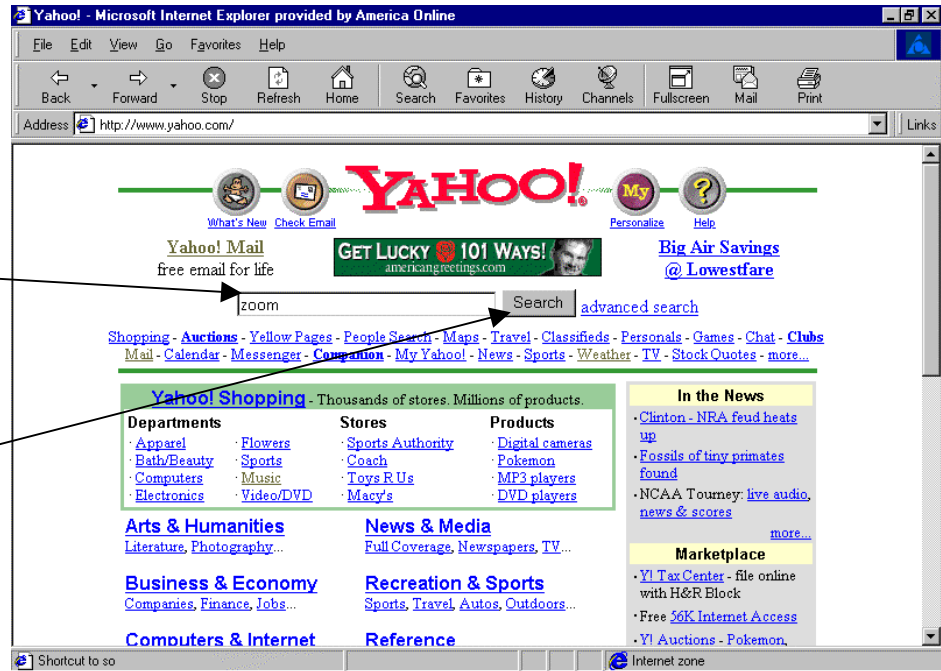
7. A list of children's TV shows will appear. Scroll through the list until you find a listing for **ZOOM**. Click on the link to open the ZOOM Web site.



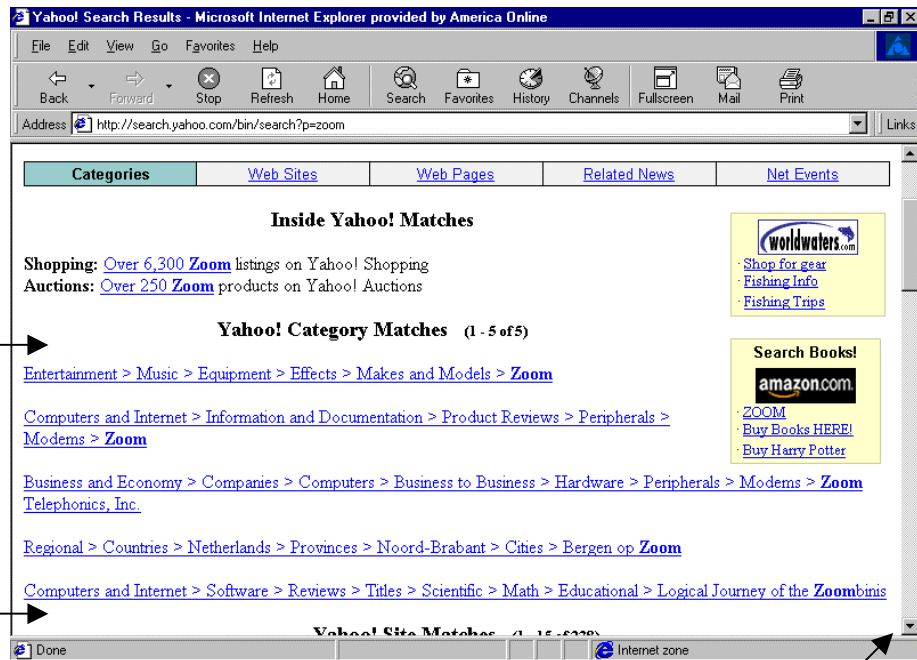
# Searching by Keyword

1. To search by keywords, type in the topic that you are looking for in the Search box in any search site. We'll use our **ZOOM** example again.

2. Click on the **Search** button after you have entered your keywords.



3. Yahoo displays a list of hyperlinks for Web sites that contain the word zoom.



4. Scroll down the list until you find a match for ZOOM the television show.

## Narrowing or refining your search:

In the example above, Yahoo! Returned many results that had nothing to do with ZOOM the television show—it looked for any Web site that contained the word *zoom* in it. To save time and get better results, you can refine your search by using operators and special punctuation.

### Common Operators

- AND** Documents found by the search engine must contain all words joined by the **AND** operator. For example, if you typed in *zoom and television*, Yahoo! would only find sites that contain both of these words.
- OR** Documents found must contain at least one of the words joined by the **OR** operator. For example, if you were looking for information on computer purchasing, you might type in *computers or pcs and purchasing*. Yahoo! would find sites that contain either the words *computers* or *pcs* and the word *purchasing*. If you had just typed in *computer purchasing*, you might have missed the sites that had tips on *PC purchasing*!

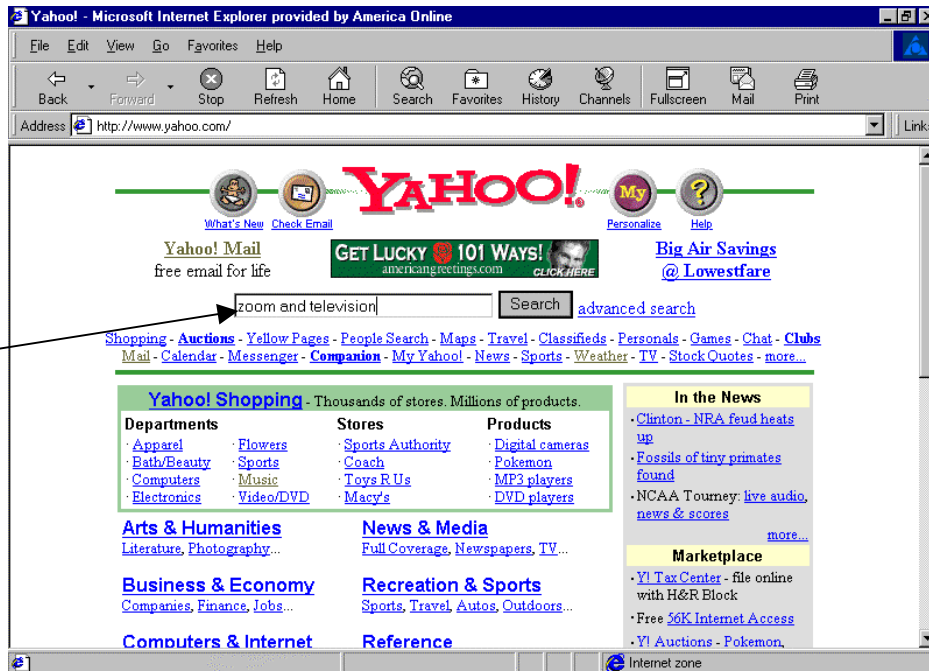
### Special punctuation

- Quotation marks “ ”** Inserting your keywords into quotation marks tells the search engine to find only Web sites that contain the keywords all together as a unit. Quotation marks are excellent for searching for information on book titles or on specific people. Example: If you are looking for information on Harriet Tubman, try entering *“harriet tubman”* as your search terms.
- Wildcards \*** Use an asterisk (\*) at the end of a word if you want your search to find Web sites containing different forms of the same word. Example: If you are looking for information snakes, try typing in *snake\** as your search term. The search engine will find sites that contain either *snake* or *snakes*.

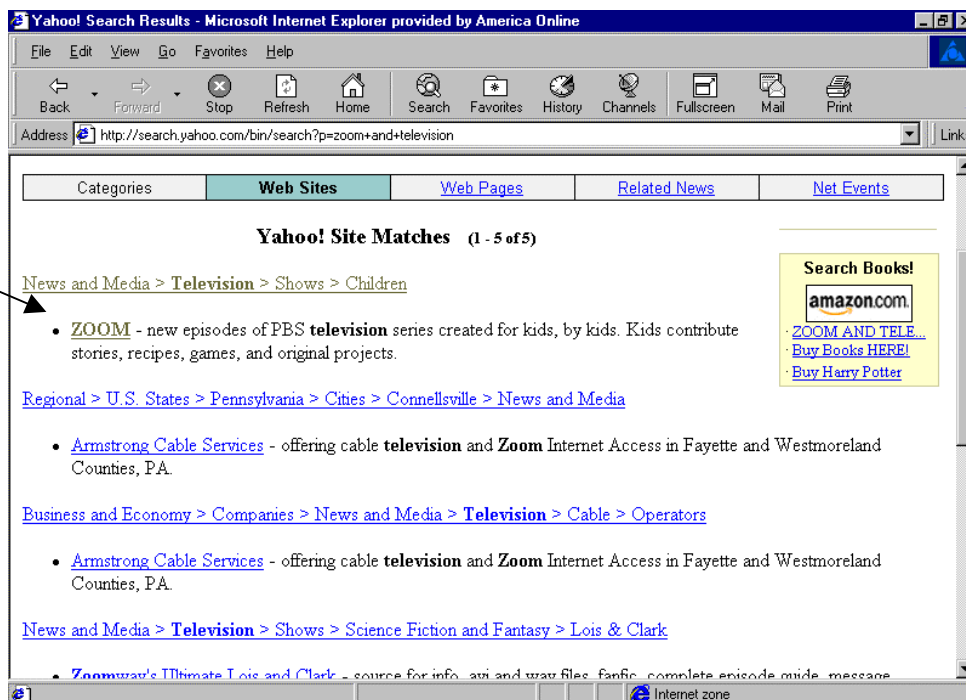


## Searching by keyword using the AND operator:

1. Getting back to our ZOOM example, let's use the **AND** operator to narrow our search. Try typing in *zoom and television*.



2. Yahoo! searches its catalog—notice that the site we want is the first hyperlink that Yahoo! lists.



## Homework Helper Web Sites

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The Internet is an excellent place to find information for homework assignments, especially for very current information.

Things to keep in mind:


- ☞ Be sure the Web site you are using is written by a reliable source. Ask yourself if the author or authors of the Web site are considered *experts* on the topic.
- ☞ The Internet cannot replace the depth or detail of information found in books at the library.
- ☞ If you find information on your topic on the Internet, you still need to state where your information came from (just like you would with a book) and you need to put it into your own words. Although it is easy to copy and paste text from a Web site into a Microsoft Word document, your teachers will recognize that the words did not come from you. If you need to know how to site an Internet source in a bibliography, ask your teachers what format they prefer.

Here is a list of sites that useful sites for homework help:





### Encyclopedias, Almanacs and Dictionaries:

 Encyclopedia Britannica	<a href="http://www.britannica.com">www.britannica.com</a>
 Encarta Encyclopedia	<a href="http://www.encarta.com">www.encarta.com</a>
 Information Please Almanac	<a href="http://www.infoplease.com">www.infoplease.com</a>
 Information Please for Kids	<a href="http://www.factmonster.com">www.factmonster.com</a>
 Webster's Dictionary and Thesaurus	<a href="http://www.webster.com">www.webster.com</a>
 Another Dictionary and Thesaurus	<a href="http://www.dictionary.com">www.dictionary.com</a>
 World Book Encyclopedia	<a href="http://www.worldbook.com">www.worldbook.com</a>

### Student-friendly Search Sites:

 Yahoooligans	<a href="http://www.yahooligans.com">www.yahooligans.com</a>
 Ask Jeeves	<a href="http://www.askjeeves.com">www.askjeeves.com</a>
 Ask Jeeves for Kids	<a href="http://www.ajkids.com">www.ajkids.com</a>

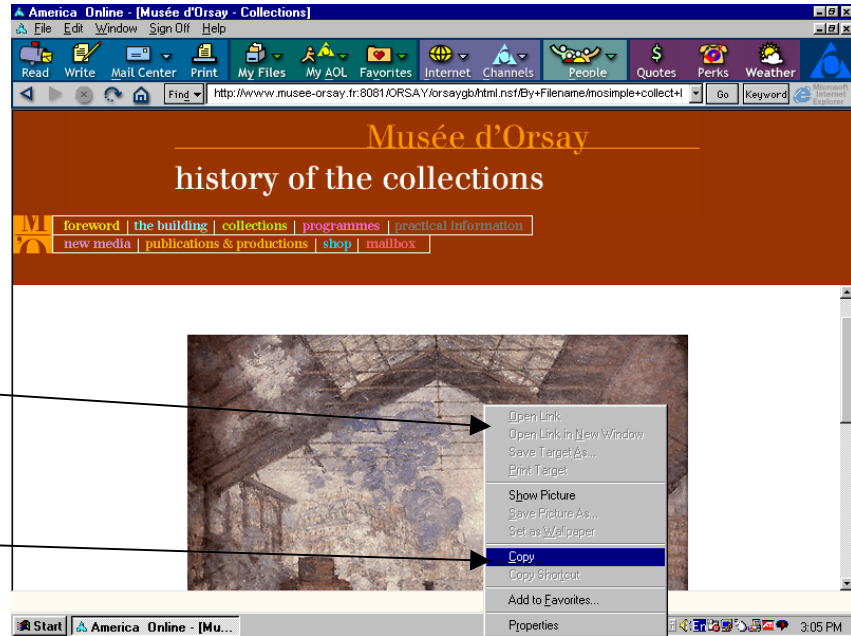
### General Homework Help Directories:

 Schoolwork Ugh!	<a href="http://www.schoolwork.org">www.schoolwork.org</a>
 Study Web	<a href="http://www.studyweb.com">www.studyweb.com</a>
 BJ Pinchbeck's Homework Helper	<a href="http://www.bjpinchbeck.com">www.bjpinchbeck.com</a>
 The Internet Public Library	<a href="http://www.ipl.org">www.ipl.org</a>

## Copying and Pasting Images from Web Pages

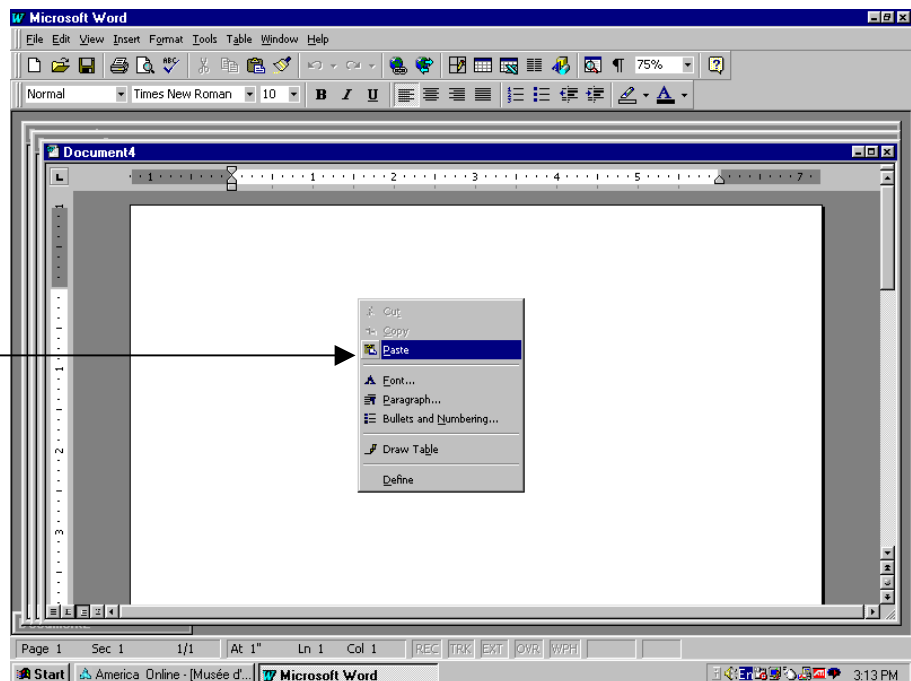
1. Find a picture that you like on a Web site.

2. Rest your mouse on the image. Click the **RIGHT** button of your mouse on the image. Select **Copy** from the menu that appears.

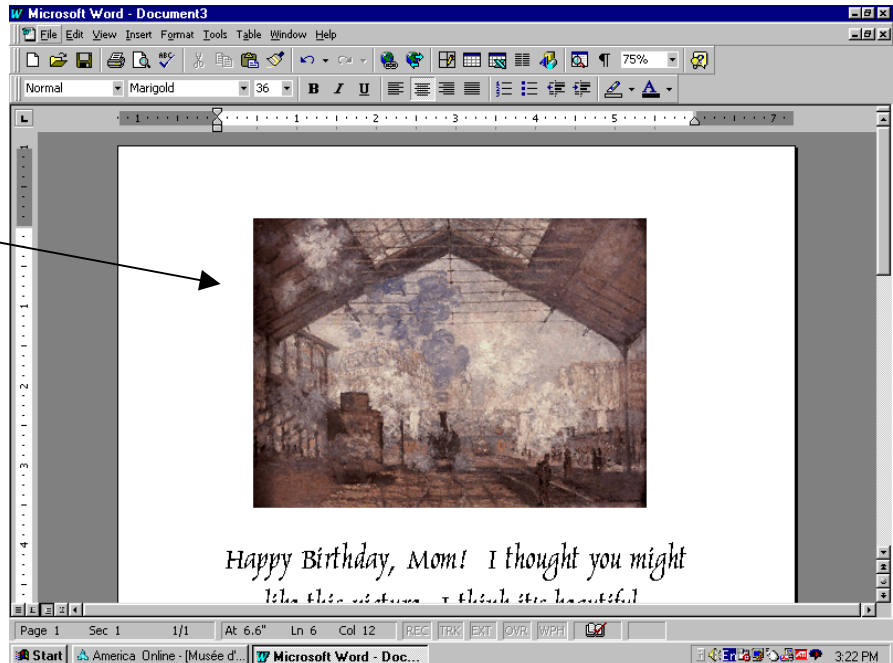


2. Now, open up Microsoft Word.

4. Click your **RIGHT** mouse button somewhere in the document. Select **Paste** from the menu.



5. Your image will now appear in the document. You can resize it, move it around, add text to it, or print it.

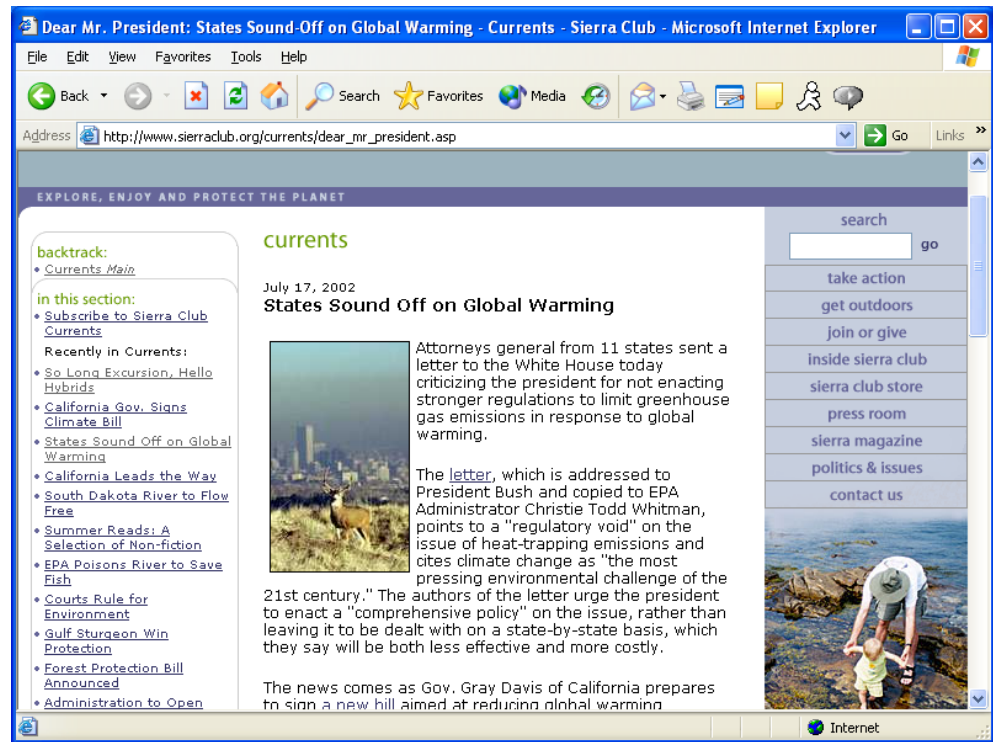


You can also copy and paste text from a Web site into Word.

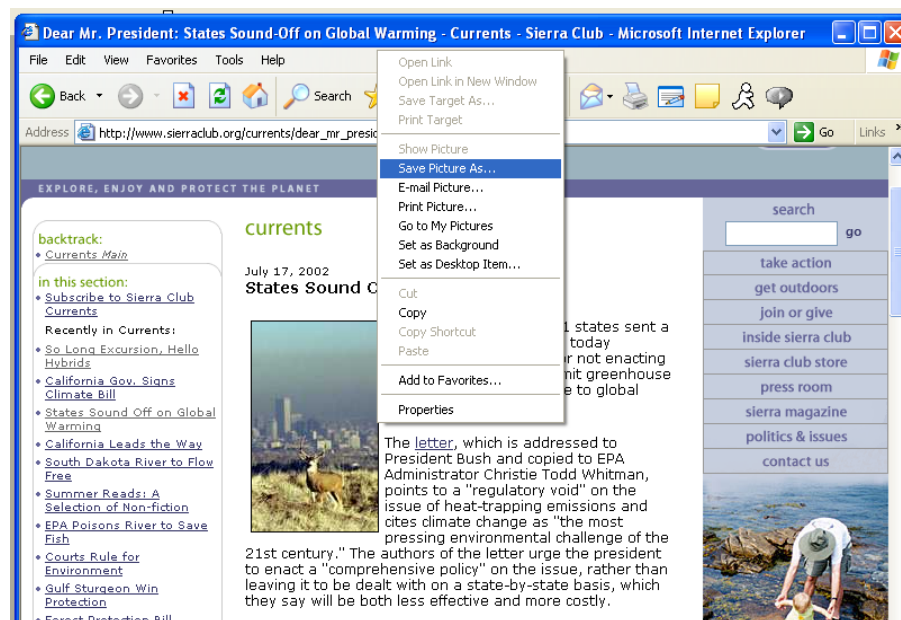
1. Highlight the text you want to copy on the Web page.
2. Right-click on the selected text and choose **Copy** from the menu.
3. Open Word.
4. Right-click somewhere in the document and choose **Paste** from the menu.
5. The text from the Web page will now appear in your Word document.

# Saving Images from Web Pages

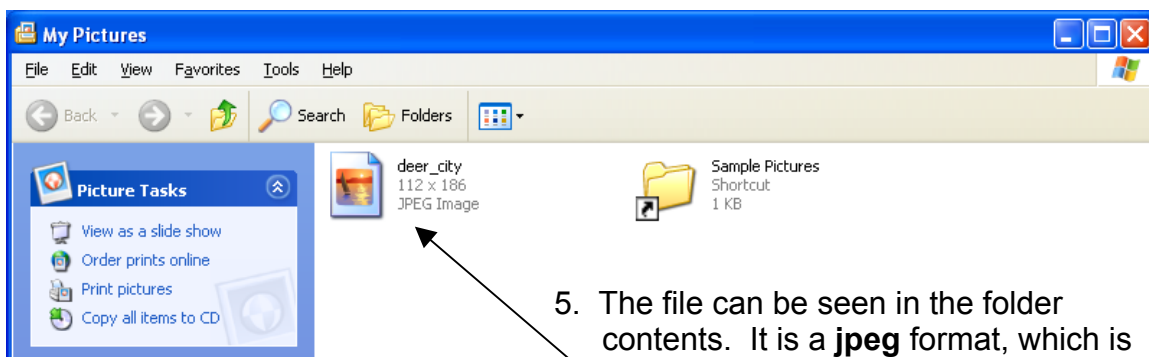
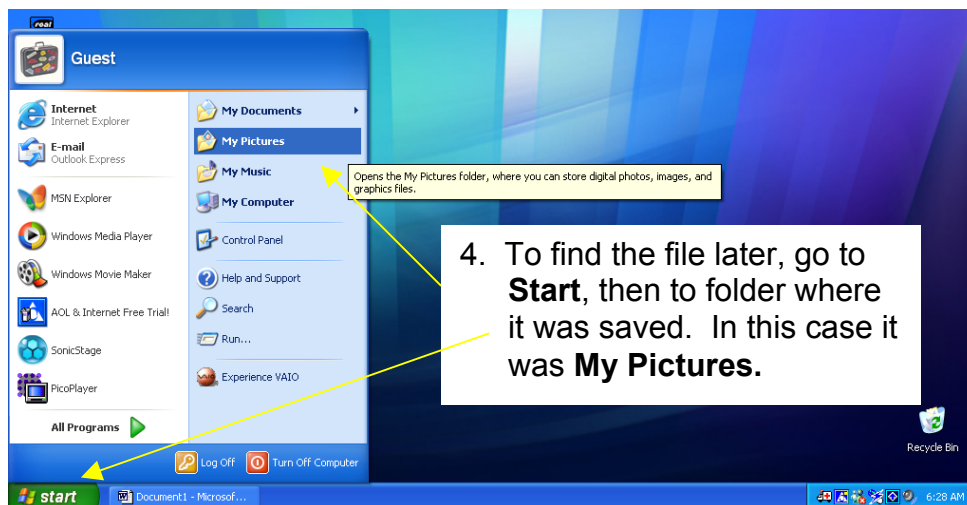
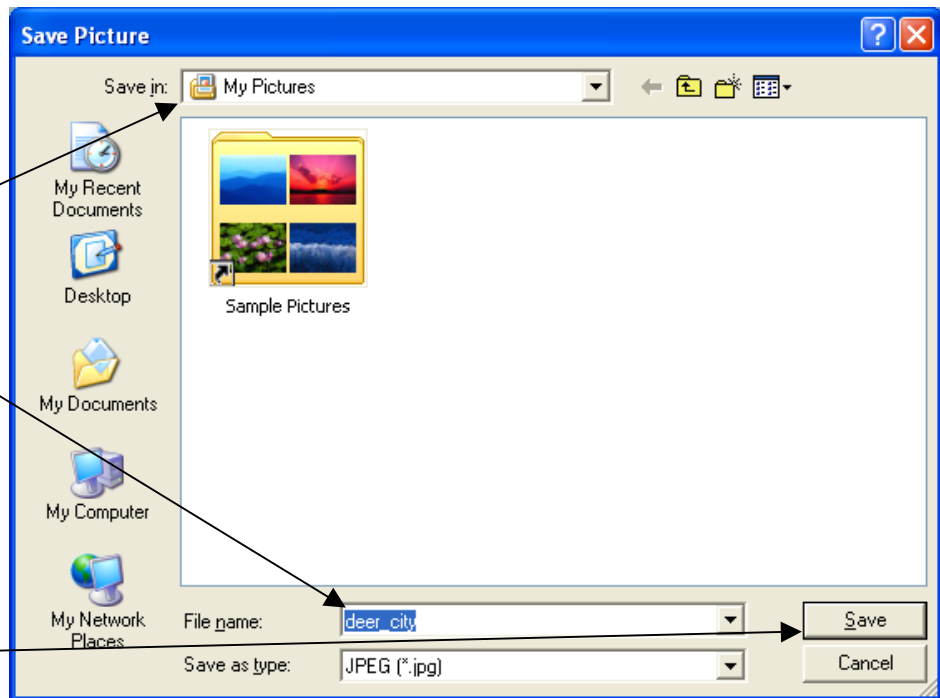
1. Find a picture that you like on a Web site. I am doing a report on global warming so I found a great picture in an article on the Sierra Club website.



2. Rest your mouse on the image. Click the **RIGHT** button of your mouse on the image. Select **Save Picture as** from the menu that appears.



3. A new window pops up with suggested saving options. I want to save this picture in **My Pictures** so I can find it easily later. The file name used by the author shows automatically. I can change it now or later. I choose to keep the same file name so I click **Save**.





## Internet Scavenger Hunt

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Find the answers to as many questions as you can. Good luck and happy sleuthing!

1. What is the URL for the Discovery Channel's Web site?
2. Name six movies that Will Smith has starred in. Find a picture of Will Smith and save it on your computer. Email it to your instructor as an attachment
3. What museum in Paris houses the famous painting, the *Mona Lisa*? List its URL.
4. Name the Seven Wonders of the Ancient World and list the URL where you found this information.
5. What is the URL for the Weather Channel? What is the forecast for tomorrow in St. Louis, Missouri?
6. Find the Web site for Crayola.
7. What is CNN's Web site?
8. Where is the Seussville Web site?
9. What is the official home page of the Boston Red Sox?
10. Find the official website of Roald Dahl. List eight books that he has written.
11. Where and when was Langston Hughes born?